MS-232
a/1

5-9192

10 August 1954

MEMORANDUM FOR: Deputy Director (Administration)

ATTN: Chief, Management Staff·

THRU: Deputy Director (Intelligence)

SUBJECT: OCD T/O Changes

1.   On 21 November 1953 the Acting DD/A approved OCD's microfilm program based on a study prepared by the Management Staff.   Although OCD has been engaged in a limited microfilm effort since April 1953, in accordance with Project No. OCD 137-52, it was not until March 1954 that the expanded program was undertaken along the lines provided in the Management study.

2.   Personnel and positions from the Machine Division and the CIA Library, the two Divisions principally affected, have been utilized to get the program underway.   It is now necessary to make appropriate adjustments in the T/O's of these Divisions in order to formalize administrative control of the program and facilitate actions such as recruiting, assignment, and promotion of personnel who are detailed to the new jobs.   These adjustments can be accomplished by shifting and reclassifying positions already authorized in our present ceiling allocation.   The proposed T/O changes include:

   a.   The establishment of a Microfilm Section, comprised of 3 Units, in the Operations Branch, Machine Division.
      (1) The Camera Unit will microfilm all incoming documents including single copy enclosures from ████████████, 25X1X1
      25X1X1 ████████████.   By October 1954, CIA reports will be included as well.   This Unit will pass the film copy to the Laboratory Unit.
      (2) The Laboratory Unit will process the film which includes developing and printing of three reels.
      (3) The Mounting Unit is responsible for cutting one copy of each reel into individual frames and mounting the frames in cards for the aperture card file in the Library.
      (4) The aperture card file and the printing equipment necessary to produce paper prints from the aperture card film will be maintained, during the transition period, by a group of both Machine Division and Library personnel but administratively responsible to the Chief, Circulation Branch, CIA Library.   At the end of a year, determination as to the size and location of the unit will be made.

b. The reduction of the Circulation Branch, CIA Library, T/O by eight positions and a realignment of its functions to meet the impact of the new program. The functions of the Circulation Branch are summarized below to show the functional changes that will take place, thereby necessitating the organizational realignment proposed in Tab B.

(1) Present system, 1947 - 1954, designed to service only a hard copy collection.

File documents by source
Maintain separate control card files by control number
    and by source
Loan and refile documents with charge records by source
    and borrower
Maintain pending file and recall service for loaned
    documents requested by customers
Maintain inter library loan service, primarily borrowing
    of documents held by other IAC agencies.

(2) Transition Period System, 1954 - 1957, designed to continue service on the 1,700,000 document hard copy collection and provide service on the new microfilm copy as well.

Discontinue source filing of documents
Discontinue control card file
Discontinue loan records except one log of documents
    reproduced from film
Maintain aperture card file for documents on film and
    operate film printer equipment
Begin filming of inter-library loan items and of single-
    copy enclosures received elsewhere in IAC - building
    so far as possible a self-sufficient collection.

3. Attached as Tab A is a proposed T/O of 15 positions for a new Microfilm Section in the Operations Branch, Machine Division. The organization as outlined has been operating for about four months on a trial basis and has proven to be sound. Eight of these positions are transferred from the Circulation Branch, CIA Library, and seven are reallocated from other segments of the Machine Division. This change will increase the Machine Division's T/O from ████████ 25X1A1a

4. Attached as Tab B is the proposed T/O for the Circulation Branch. The present organization of the Branch is realigned, the State, Defense, and CIA Units of the Loan Section have been abolished, and a new Copy Section is established which includes among its functions the Library's phase of the Microfilm operation as outlined in Paragraph 2 above. The proposal reduces the Library's T/O from ████████. 25X1A1a

5. These T/O changes are being proposed before the full nature of the workload can be determined since full conversion to film operations cannot be accomplished until sometime in Fiscal Year 1956. At that time, the Microfilm Section in the Machine Division and the Circulation Branch in the Library should have sufficient operating experience for determining the permanent strength and position structure required to continue the program. In the meantime, an interim T/O is needed for both activities to place them on an official operating basis and provide for their orderly administration. Position descriptions are not being forwarded at this time since the specific duties and responsibilities of each of the positions has not yet been firmly established.

6. It is recommended that:

a. A Microfilm Section be authorized in the Machine Division as presented in Tab A.
b. The T/O for Circulation Branch, CIA Library, be approved as presented in Tab B.

FOIAb3b

JAMES M. ANDREWS
Assistant Director
Collection and Dissemination

ATTACHMENTS
CONCUR:

25X1A9a

Assistant to DD/I (Admin.)

TAB A

MICROFILM SECTION

TITLE	PROPOSED GRADE	PRESENT POSITION NO.	
Microphoto Sup	GS-9	J 665	Machine Division
Camera Unit			
Microphoto Sup	GS-7	J 666	Machine Division
Microphotographer	GS-5	J 845.10	Machine Division
Microphotographer	GS-4	J 845.11	Machine Division
Microphotographer	GS-4	J 426.03	CIA Library
Microphotographer	GS-4	J 672	CIA Library
Microphotographer	GS-4	J 672.01	CIA Library
Microphotographer	GS-4	J 717.01	CIA Library
Laboratory Unit			
MicrophotoSup	GS-7	J 131	CIA Library
Microphotographer	GS-5	J 667	Machine Division
Microphotographer	GS-4	J 680	CIA Library
Microphotographer	GS-4	J 440.03	CIA Library
Mounting Unit			
Microphoto Sup	GS-5	J 466.01	Machine Division
Microphotographer	GS-4	J 843.04	Machine Division
Microphotographer	GS-4	J 675	CIA Library

TAB B

CIRCULATION BRANCH

TITLE	PROPOSED GRADE	PRESENT POSITION NO.
Librarian	GS-13/12	J 421
Secretary-Typing	GS- 5	J 422

Branch Libraries Section

Librarian	GS-12/11	J 423
Librarian	GS- 9	J 424
Librarian	GS- 7	J 429
Librarian	GS- 5	J 132
Librarian	GS- 5	J 426.04
Librarian	GS- 7	J 425
Library Assistant	GS- 4	J 680.01
Librarian	GS- 9	J 424.03
Librarian	GS- 9	J 424.01

Loan Section

Librarian	GS- 9	J 428

Inter Library Loan Unit

Librarian	GS- 7	J 670
Librarian	GS- 5	J 671
Librarian	GS- 5	J 671.02
Librarian	GS- 5	J 671.03
Library Assistant	GS- 4	J 672.01
Librarian	GS- 5	J 426
Librarian	GS- 5	J 426.02

Book and Periodical Unit

Librarian	GS- 7/5	J 681 898
Library Assistant	GS- 5/4	J 884 899
Library Assistant	GS- 4	J 446.01
Library Assistant	GS- 4	J 446.02
Library Assistant	GS- 4	J 446.03
Library Assistant	GS- 4	J 717
Library Assistant	GS- 4	J 675.01

IAC Unit

Librarian	GS- 7	J 676
Librarian	GS- 5	J 679
Library Assistant	GS- 4	J 440.01

TAB B (Cont'd)

Copy Section

Librarian	GS- 9	J 424.02

Microfilm Unit

Librarian	GS- 7	J 673
Librarian	GS- 5	J 671.01
Library Assistant	GS- 4	J 440.02

Control Unit

Librarian	GS- 7	J 678
Librarian	GS- 5	J 677
Librarian	GS- 5	J 668
Librarian	GS- 5	J 674
Librarian	GS- 5	J 430
Library Assistant	GS- 4	J 669
Mail Clerk	GS- 4	J 708

SECRET

MS-232
CWD aut.

SEP 16 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT   : OCD T/O Changes

REFERENCE   : Memorandum dated 10 August 1954 from
                   the AD/CD to the DD/A, same subject. (MS-232)

        1. This Office has reviewed referenced OCD proposal
for T/O adjustments in connection with the expansion of their
microfilm program. The classifications proposed are approved
with six exceptions, i.e., six supervisory positions which
will require classification review as the program develops.
Accordingly, this group is approved on a dual grade basis as
noted on the attached position listing.

        2. OCD has been informed of and concurs with this
classification action.

                                                          25X1A9a

                       Assistant Director for Personnel

Attachments
1. Referenced Memorandum
2. Recommended T/O for OCD

SECRET

SEP 17 1954

SECRET

CLASSIFICATION AND WAGE DIVISION
OFFICE OF PERSONNEL

Recommended T/O for Microfilm Section,
Operations Branch, Machine Division, OCD

TITLE	PROPOSED GRADE
Microphoto Sup	GS-9/7
Camera Unit	
Microphoto Sup	GS-7/6
Microphotographer	GS-5
Microphotographer	GS-4
Microphotographer	GS-4
Microphotographer	GS-4
Microphotographer	GS-4
Microphotographer	GS-4
Laboratory Unit	
Microphoto Sup	GS-7/6
Microphotographer	GS-5
Microphotographer	GS-4
Microphotographer	GS-4
Mounting Unit	
Microphoto Sup	GS-5
Microphotographer	GS-4
Microphotographer	GS-4

SECRET

CLASSIFICATION AND WAGE DIVISION
OFFICE OF PERSONNEL

Recommended T/O for Circulation Branch
Library Division, OCD

TITLE	PROPOSED GRADE
Librarian	GS-12*
Secretary-Typing	GS- 5
Branch Libraries Section	
Librarian	GS-11*
Librarian	GS- 9
Librarian	GS- 7
Librarian	GS- 5
Librarian	GS- 5
Librarian	GS- 7
Library Assistant	GS- 4
Librarian	GS- 9
Librarian	GS- 9
Loan Section	
Librarian	GS- 9
Inter-Library Loan Unit	
Librarian	GS- 7
Librarian	GS- 5
Librarian	GS- 5
Librarian	GS- 5
Library Assistant	GS- 4
Librarian	GS- 5
Librarian	GS- 5
Book and Periodical Unit	
Librarian	GS- 7*
Library Assistant	GS- 5*
Library Assistant	GS- 4
Library Assistant	GS- 4
Library Assistant	GS- 4
Library Assistant	GS-4
Library Assistant	GS- 4

*Grades resolved by CWD prior to receipt of this request.

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SECRET

Circulation Branch (Con't)

IAC Unit

	GS- 7
Librarian	GS- 5
Librarian	GS- 4
Library Assistant	

3

Copy Section

	GS-9/7
Librarian	

1

Microfilm Unit

	GS-7/6
Librarian	GS- 5
Librarian	GS- 4
Library Assistant	

3

Control Unit

	GS-7/6
Librarian	GS- 5
Librarian	GS- 5
Librarian	GS- 5
Librarian	GS- 5
Librarian	GS- 4
Library Assistant	GS- 4
Mail Clerk	

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SECRET